



City of Evansville

www.ci.evansville.wi.gov

31 S Madison St
PO Box 529
Evansville, WI 53536
(608) 882-2266

COVID-19 Information Release- *Update 3-20-2020*

As part of the COVID-19 response, and an abundance of precaution to prevent unnecessary spread of the virus we are asking for the public to limit their interaction with City staff and facilities to only the most basic needs that cannot be achieved remotely.

- ***Update 03-20-20 – Peddlers Permits.*** All peddler permit applications and active permits are being suspended for all businesses going door to door solicitation. Mobile businesses that require a peddler's permit, but remain stationary and comply with the Governor's Executive Order, may remain active and seek renewal.
- ***Update 03-20-20 - Permits and Inspections.*** Starting Monday March 23rd, until April 30th, 2020 all applications for building permits and variances shall be conducted via email or regular mail. Please contact Jason Sergeant, the Community Development Director (jason.sergeant@ci.evansville.wi.gov) or Larry Schalk, Building Inspector (larry.schalk@ci.evansville.wi.gov) for submissions or concerns.
- ***Update 03-20-20 – Parks Programs.*** The City is no longer taking registration for youth baseball. The program is not canceled, however the City will be assessing the ability to run the program this summer and does not wish to receive applications and payments too early in the event the program is ultimately canceled this summer. Again we are not committing either way, we are taking precautions in the event continued social distancing is necessary.
- ***Update 03-20-20 – Park Shelter Rental.*** The City is no longer taking shelter rental applications and deposits. Those shelters reserved during the Governor's Executive Order being in effect shall be fully refunded or shall have first selection on an alternative date when said order is lifted. Those who have reserved shelters currently will be contacted by staff in the coming weeks.
- ***Update 03-20-20 – Municipal Court.*** Until July 20th, 2020 or upon further order of the Court, non-emergency appearances before the Court are suspended. The Court Clerk shall inform, in writing, all defendants who currently have cases pending before the Court of this order, and specifically, changes in court appearance dates and times of their cases. Please contact court.clerk@ci.evansville.wi.gov or call the Municipal Court at 608-490-0544 with any questions.
- ***City Hall Closing.*** City Hall will be closed starting March 18th, 2020 for non-essential services. The lower level lobby with ADA accessibility will have an absentee voter area. Please see below for details on how you can help during this election by requesting a ballot be sent to you. All other services from City Hall shall be conducted by:

- Telephone
- Email
- Post – *PO Box 529, Evansville WI 53536*
- Appointments

These services include but are not limited to:

- Building permits,
- Utility billing / creating or closing utility accounts
- Pet licensing
- Paying parking tickets
- Arranging burials at Maple Hill Cemetery

Please look below for guidance on how services may be conducted virtually or without person to person contact. If you do not see such information or have questions call 608-882-2266 ext#1.

- **Submission of Job Applications.** All job applications can be submitted online via email, sent by post or placed in the utility bill drop box outside City Hall. Visit http://www.ci.evansville.wi.gov/city_government/human_resources/ for more information.
- **Paying Bills.** Starting Monday March 16th, 2020 until June 30th, 2020 all online payments for utility bills will no longer have added processing fees. The City is absorbing those costs temporarily to help reduce person to person contact. We strongly encourage rate payers to consider this option and sign up immediately at www.ci.evansville.wi.gov/life_in_evansville/pay_my_bills/. Additionally you can place your payments in the drop box outside of City Hall's ramp entrance. Staff will routinely check the box for payments.
- **Youth Center.** Operations are suspended as of Monday March 16th, 2020. Operations will resume once school is in session.
- **Library.** The Eager Free Library has suspended all public operations as of March 16th, 2020 and will remain closed until further notice. No fines and fees will be applied for late returns. If you have a return please hold on to the item(s) until the Library re-opens.
- **Licensing Animals before the April 1st, deadline.** If you have an animal needing registration please contact Leah Hurlley (leah.hurlley@ci.evansville.wi.gov) for an online application or call 608-882-2266 ext#1. We can help guide you through the process and mail your tag in return.
- **Police.** The police department will still be responding to emergency situations, however to reduce the risk some interviews, information and non-essential/emergency services may be conducted virtually, over the phone or by appointment.
- **EMS.** Our Emergency Medical Responders need your assistance. Please avoid calling for EMS assistance unless it is absolutely medically necessary. There is limited personal protective equipment available nationwide and we do not wish to waste the materials for non-emergent calls. This includes nursing facilities able to call non-emergency transports or medical providers to determine if a transfer is necessary.
- **Voting.** Please request an absentee ballot at www.myvote.wi.gov prior to April 2nd, and a ballot will be mailed to you. If you wish to make a written request for an absentee ballot please provide a

photocopy of your Photo ID in your request. All ballots must be returned by Election Day, April 7th. If you have any questions please contact us at 608-882-2266 ext#1.

- **Water.** Governor Evers declared that utilities providing water must make every effort to re-establish services to those without water. Currently the City is unaware of any home or residence that is without service however if you are, or know someone who is, without water please contact City Hall at 608-882-2266 ext#1. We are limiting our public interaction regarding utilities to only those situations that are an emergency leak/outage or to re-establish services so that people are better able to fight or prevent the spread of COVID-19.

Please use caution in protecting yourself and others, even if you do not feel sick. The incubation period of COVID – 19 is approximately 2-14 days after exposure before signs of sickness appear. Some people may be asymptomatic and mistake their infection, increasing chances of transmitting the virus to those who may be less able to fight the virus. Wash your hands regularly, cough into your elbow, and avoid unnecessary traveling.

The City will be releasing more information as it becomes available or circumstances change. We thank you for your cooperation.

For more information on ways to protect yourself and others please visit:

- <https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet.pdf>
- <https://www.co.rock.wi.us/publichealth-familycommunity/publichealth-communicabledisease/coronavirus-disease-2019>